

Commander's Briefing

Government Travel Card March 2000





Why Use a Travel Card?

- **Card use mandated by 19 Oct 98 law**
 - **P.L. 105-264 requires all federal travelers to use travel card for official travel expenses**
- **GSA issued guidance on 19 Jan 2000**
- **Other federal agencies implemented program**



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Who Can Use a Travel Card?

- **Active duty personnel**
- **National Guard and Reserve personnel**
- **Full-time, part-time, and seasonal civilian personnel (no Foreign Nationals)**
- **Non-Appropriated Fund (NAF) personnel**



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History of the Travel Card

- **Not first credit card used for federal travel**
- **Initial use of credit cards 11 years ago**
- **Used Diners Club, American Express, VISA**
- **Used by at least 1.2 million DoD travelers**



How is this Travel Card Different?

- **Mandatory uses**
- **More benefits: VISA card accepted by more vendors worldwide**
- **Failure to use the card may result in disciplinary action**
- **All vouchers will be paid**



How is this Travel Card Different?

- **Account action**

- **Accounts 60 days delinquent -- suspended**
- **Accounts 120 days delinquent -- cancelled**

Note: UCMJ action remains available if members use cards for prohibited purposes or are delinquent

- **New fees**

- **ATM fees still assessed**
- **New assessment of delinquent account & collection fees**



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Mandatory Uses: When Must We Use The ~~Card?~~

- **Lodging/hotel**
- **Car rental**
- **Official transportation (airline, bus, or train)**
 - **Air Staff currently developing procedures on how transportation will be handled**
 - **No changes to current method until new procedures approved**



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Optional Uses: When May We Use The Card?

- **All other *reimbursable* travel- related expenses**
 - **Examples: laundry/dry cleaning, parking, taxi fares, tips, group meals**
- **As per AFI 65-104, incidental purchases may be charged to the card**
 - **Examples: a drink with dinner, in-room movies, phone calls to family, hotel gym fees**



Prohibited Uses: When Can't We Use Card?

- **All unofficial, personal uses**
- **To help prevent misuse, DoD and VISA have blocked certain non-travel related merchant category codes**
 - **To include golf courses, liquor stores, funeral homes, medical expenses, 1-900 phone numbers**



How will Travel Card Affect Personal Credit?

- **Credit check is noted but card itself is not reflected on personal credit reports**
 - **Should not affect one's ability to buy a car or a house**
- **Delinquent payments may be reported to credit bureau 126 days after failure to pay**
 - **Card holder will have time to work out any disputes**
 - **However, continued delinquency may damage credit**



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Payment Options

- **By Mail**
 - **Follow the billing instructions**
- **By Phone**
 - **Call customer service at
(800) 472-1424**
 - **Have check available with bank info:
bank address, routing number,
account number**
- **In Person at any BofA**
- **Split Disbursement by Voucher**



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Expenses and Fees

- **Delinquent accounts (overdue 126 days) are charged a \$20 per month**
- **Accounts referred for collection are charged 25% of delinquent balance**
- **Cash withdrawals from ATM machines have a 1.9 percent fee added**
 - **ATM fee, billed in monthly statement, is reimbursable**



What is a Card-Holder's Responsibility?

- **Safeguard the card**
- **Use the Travel Card only for official travel expenses**
- **Pay the Travel Card bill promptly**
- **Know your unit Travel Card Agency Program Coordinator (APC)**
- **Call base FSO if you have questions**
- **Call BofA Customer Service at (800) 472-1424**



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Questions?
